

19 OCT 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report --  
Week Ending 18 October 1978

1. (U) Project Opportunity: We entered on duty 18 new employees for Project Opportunity on 7 September 1978. After three successful weeks of training at the Civil Service Commission, they reported back to the Clerical Staffing Branch for assignment throughout the Agency. All 18 were placed by 16 October. Five were assigned to the Science and Technology Directorate; five to the Operations Directorate; three to the National Foreign Assessment Center; and five to the Administration Directorate. We plan to have a reunion with the FY 1978 Project Opportunity employees approximately six months after their EOD for follow-up purposes concerning their progress. 25X1A

25X1A 2. (U) Proposed Recruitment Office - [REDACTED]  
[REDACTED] of the Real Estate and Construction Division, Office of Logistics, reported that he had received a call from Mr. John Long of the General Services Administration (GSA) in [REDACTED] 25X1A  
25X1A Mr. Long stated that the building in which we plan to establish our [REDACTED] will not be ready for occupancy until April 1979. For appearance sake, though, the General Services Administration will begin occupying the building in January. Mr. Long stated that GSA will do its best to find space for the Agency in the building.

E 2 IMPDET  
CL BY 012752  
This memorandum  
may be downgraded  
to CONFIDENTIAL  
when separated from  
classified attachment.

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3. (U) Day Care Center Survey: As of 18 October, we have received 630 completed forms from the Day Care Center Employee Survey. There were 800 survey forms distributed on a random basis on 5 October and we have requested that they be returned by 20 October. We have had 15 responses indicating interest in serving on a working committee to help establish such a center.

4. (U/AIUO) Regulations and Notices: The following have been forwarded to the Regulations Control Branch:

- Headquarters Notice on Appointments to CIA Suggestion and Achievement Awards Committee and to the Committee Special Panel for the DDO.
- Proposed revision of [REDACTED] Leave and Other Absence, which contained a revised Memorandum of Understanding, Form 3510.
- Revision of [REDACTED] Management of Supergrade Positions and Personnel, which reflects new policies and procedures for the administration and management of supergrade positions and personnel.
- Proposed revision of [REDACTED] Honor, Merit, and Service Awards, which will limit future considerations of the Exceptional Service Medallion to only those cases involving injury or death in overseas areas.

5. (U) Civil Service Reform Act: Though the Agency is excluded from some key provisions of the Civil Service Reform Act, we may still wish to consider some possible options with respect to such features as Merit Pay. The Bill specifies that the effective date of Merit Pay, for the covered agencies, is "no later than October 1, 1981" although "earlier phasing is permitted." The working conference at Ocean City next week, which is being held under Civil Service Commission auspices, will provide no doubt useful information relative to the decisions that face the Agency. [REDACTED] and I will attend this conference.

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6. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 238 persons to go by 12 January, 40 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	53 (16)	77 (5)	130 (21)
Signed to go	40 (15)	68 (4)	108 (19)
Totals	93 (31)	145 (9)	238 (40)

7. (U/AIUO) Audit - GEHA: [REDACTED], Chief, Insurance Branch, met with [REDACTED] and [REDACTED] of the Audit Staff to finalize arrangements for the GEHA audit. This audit review will extend into January 1979 and will focus on three areas: Financial and Plans, Efficiency and Economy, and Program Results.

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9. (U) Combined Federal Campaign: As of close of business 18 October, the Combined Federal Campaign contributions totaled \$89,290.82. This figure represents 28.2 percent of the Agency goal. \$9,945.00 has been collected for the Educational Aid Fund and \$1,886.50 has been collected for the Public Service Aid Society. So far, 3,275 pledge cards have been returned; this represents 27.1 percent of the cards.

10. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 64.

11. (S) Rehired Annuitants: See attached report.

COMING EVENT:

(U) Military Reserve Meeting: Major Bryon Bennett and LTC Dave Miller from the Joint Chiefs of Staff Training will present a briefing on NATO to the Agency Military Reserve Unit on Monday, 23 October. The meeting will be held in the Headquarters auditorium at 1745 hours.

(Signed) F. W. M. Janney

F. W. M. Janney

Attachment

Distribution:

Orig & 2 - Addressee  
1 - Chief, SAS  
1 - DD/Pers/R&P  
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25X1A 1 - D/Pers Subject File  
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EA-D/Pers/ [REDACTED] :rj (19 Oct 78)

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S E C R E T

17 October 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (11-17 October 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was approved as a new hire:

DDO

25X1A

for

DDO

DDA

- Independent Contractor, EUR Division, effective 1 October 1978.

rehired civilian annuitant case was approved  
Personnel:

- Independent Contractor, Information Management Staff, one-year extension.

rehired civilian annuitant case was terminated:

- Independent Contractor, Office of Training, terminated 12 October 1978.